

Resolution No. 2019-005 introduced the following resolution, and Supervisor \_\_\_\_\_ moved for its adoption:

**Town of Harris, County of Itasca, State of Minnesota**

**Resolution No. 2019-005**

**A RESOLUTION DESIGNATING THE COMPENSATION  
FOR OFFICERS OF THE HARRIS TOWN BOARD**

WHEREAS, Minn Stat. 367.05 directs the Town Board to set the compensation of supervisors, town assessors, the treasurer, clerk, deputy clerk/deputy treasurer if employed, and other employees of the town;

WHEREAS, Minn Stat 367.05 indicates the above mentioned persons are entitled to mileage for the use of their own automobile at a rate determined by the Town Board for necessary travel on official town business;

WHEREAS, the Township Board determined that they would like to conduct an annual review of Township Officers compensation in conjunction with the employee compensation at the same time each year via Resolution #2016-006;

WHEREAS, the Officers of the Harris Town Board met to review their compensation on March 14, 2019

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Harris Township, Itasca County, Minnesota hereby adopts the following schedule of compensation and reimbursement of Town Officers

BE IT FURTHER RESOLVED that these rates will be **used in calculating all pay requests paid during the May 2019 check run, and there forward until the next annual review** of Township Officer compensation in **January 2020**:

**COMPENSATION FOR OFFICERS OF HARRIS TOWN BOARD – May 2019- February 2020**

Township Board Supervisor	
Serving as Chairman:	\$500.00 per month, plus \$ 18.70* per hour for allocated pre-approved labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings
Township Board Supervisors (non-chairman)	\$400.00 per month, plus \$ 18.70* per hour for allocated pre-approved labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings

**NOTE:** If Treasurer has questions on a pay request, Treasurer will review with Chair, and if changes need to be made, the Chair will discuss with said individual.

If questions arise regarding a pay request, and the person is not available/not present to confirm question(s), said pay request will be pulled from bill list until such time questions are answered. All amounts paid to Town Officers as compensation shall be subject to all appropriate taxes and withholdings as provided by law.

\* There was no change to the allocated labor rates for 2019

Annual Town Meeting

The Town Board requires that the Treasurer be at the Annual Meeting, and therefore is entitled to be paid the per diem meeting rate for attending this meeting.

Newsletter

The township newsletter is prepared by volunteers of the township. Printing, labeling, and mailing is completed by the printer. The Board approves the newsletter, prior to printing.

Website Updates

The Town Clerk maintains and update the website.

Mileage Reimbursement:

When it is necessary for Town Officers to use private automobiles to perform their duties on behalf of the town, Town Officers shall be eligible to have their mileage reimbursed for the miles traveled at a rate equal to the Federal standard mileage reimbursement rate in effect at the time of travel. Town Officers are not eligible for mileage reimbursement for attending regular or special board meetings, hearing or annual or special town meetings held within the Town. The reimbursement is on an "as needed" basis, to be determined by the Officer, and would include, but is not limited to, the township annual road inspections, out-of-town meetings, education as approved by the Board, and resident calls for inspections.

Detailed Claims:

No Officer shall receive compensation or be reimbursed for expenses incurred unless and until they submit a written claim report to the Board, detailing the activities supporting the claim for compensation and the specific basis for all expense reimbursement requests. Claims for compensation or requests for reimbursement of expenses shall be made on Board approved forms at the next following Regular board meeting. Pay requests for the Supervisors, Clerk, and Treasurer will be on a one month (EX: May 1-May31) basis. The pay requests will be scanned in by the clerk and sent to the supervisors with the monthly bills to allow the Treasurer, more time to process the requests. All pay requests must also be submitted by the 3<sup>rd</sup> of the month to the treasurer to allow time to scan, send to the supervisors. If questions arise regarding a pay request, and the officer is not available/not present to respond to question(s), said pay request shall be pulled from bill list until such time questions are answered. Reimbursement requests for purchases must be supported by original receipts, or, if not available, other supporting documentation found sufficient by the Board.

Retirement

The Public Employees Retirement Association of Minnesota (PERA) plan is used for each Town Supervisor, Clerk, Treasurer, Maintenance Staff, Caretaker, and Sexton.

Adopted this 24 day of April, 2019.

Attest:   
Kati Pierce, Clerk

By the Board Chairman,  
  
Peggy Clayton

# Resolution 2019-006

## ADMINISTRATIVE POLICY

for

### Board Meetings and Access to Public Information

*(This resolution will replace the former Administrative Policy via Resolution #2016-006)*

WHEREAS, the Harris Town board is the governing body of Harris Township (the Town) charged by law with certain power and duties to conduct the affairs of the Town; and

WHEREAS, the board determined the adoption of an administrative policy regarding board meetings and access to public information will enhance the effectiveness of meetings and establish uniform procedures for the Board in how it conducts its business, and for those wishing to attend the proceedings; and

WHEREAS, this policy takes into consideration the particular circumstances of the Towns, which include but are not limit to, the following: The Town is *rural in nature, has a limited budged which is set by the town electors at the Annual Town Meeting, does not employ any administrative personnel, does not maintain regular office hours, has limited office facilities and accessibility, and schedules only one Regular town meeting and one Planning and Development meeting per month.*

NOW THEREFORE, BE IT RESOLVED that the Town Board of Harris, Itasca County, Minnesota, hereby adopts the following updated administrative policy, replacing resolution #2003-008, regarding board meetings and access to public information:

**1. Scope:**

The procedures established in this policy shall apply to all regularly scheduled meetings of the Town Board, and to the extent practical, work sessions, special meetings and board hearings. This policy shall not apply to annual town meeting, some special meetings, closed meetings, onsite inspections, or any committee or subcommittee meetings.

**1.1 Data Practices Act.**

While Harris Township did adopt Urban Powers in 2004, it is not an urban township located in the seven county metropolitan area, and therefore is exempt from the Minnesota Government Data Practices Act (a decision made by the legislature in recognition of the fact that most townships do not have the type of staffing required by the Act).

As such, the Board is not bound by the requirements of the Minnesota Data Practices Act and nothing herein is intended to adopt, or shall be interpreted as adopting, the restrictions or requirements of the data practices act. Without limiting the forgoing, to the extent the Board is aware it has information that would be classified by the data practices act as something other than public data, it will take reasonable steps to limit its release.

**2. Meeting times and location:**

The Board schedules and conducts 2 meetings a month: The Regular meeting on the second Wednesday of each month, beginning at 7:30 p.m., and the Planning and Development (aka P&D) meeting on the fourth Wednesday of each month, beginning at 7:30 p.m., at Harris Town Hall.

**a. Exceptions:**

- The November P&D meeting will be held the third Wednesday of the month, when the fourth Wednesday occurs during the week of Thanksgiving.
- The December P&D meeting will only be held if the board deems necessary, on the third Wednesday of the month due to the Christmas holiday.

The Board develops and adopts a yearly calendar of the dates of these meetings, publishes them in the Herald Review once, and posts on the town hall bulletin board for the entire year. If for some reason the board finds it necessary to change any published meeting date, they will publish notice of the change in the official newspaper, and post the change at least three days prior to the originally scheduled meeting date.

**3. Holidays**

Township meetings or business will NOT be conducted on any official federal holiday, as provided in Minn. Stat.44 subd.5.

**4. Calling a special board meeting, emergency meeting, or work session:**

The Board will generally call for special meetings or work sessions during a Regular or P&D meeting. However, the board Chairperson may, upon his/her own initiative, call a special meeting of the Board to address an issue or issues that requires consideration before the next board meeting. The Chairperson shall contact the Town Clerk for the need of a special board meeting or work session, and the Clerk will notify the other Board members of the date, time and place of the meeting. The Chairperson will try to arrange the meeting date and time so that all board members can attend. The Town Clerk shall also post notice of the meeting at least 5 days in advance, as required by the open meeting law.

A) An Emergency meeting may be called at any time if there is an immediate situation that poses any harm to the Public Safety, Roads and Waterway of the Township. In the instance of calling an Emergency Meeting we refer to Statue 13D.04 subdivision 3; the above order for calling the meeting still stands. Public Notice will be given on Facebook, a phone call will be made to the Herald Review of Grand Rapids, Minnesota and other attempts to post the meeting shall be done if time allows. The minutes of the Emergency meeting may be recorded by a Supervisor present and will be included in the next Regularly Scheduled meeting agenda packet.

**5. Presiding officer:**

The Board chairperson shall be the presiding officer of Board meetings. In the absence of the Chairperson, the Vice-Chairperson shall preside. The presiding officer shall have the power to preserve Order and decorum at the meeting, enforce rules of procedure, and determine without debate, subject to the final decision of the Board on appeal, all questions of procedure and Order.

**a. Appeal of presiding officer's ruling:**

Any member of the Board may appeal the ruling of the presiding officer. If the appeal is seconded, and after discussion and explanations are given, the majority vote of the Board shall determine the question.

**b. Rights of presiding officer:**

The presiding officer is a full member of the Board and retains all of the rights to speak, make and second motions, and to vote on matters of town business to the same extent as any other town supervisor.

**6. Order of business:**

**6.1. The Regular Meetings:**

An agenda will be prepared by the Clerk for each Regular meeting. All agenda items will need to be submitted to the Clerk by 5:00 PM the Friday prior to the next meeting. A proof of the agenda will be sent to the Chair by the Clerk, via e-mail prior to printing. The minutes shall include who attended the meeting at the top, and who submitted the minutes at the bottom. The purpose of the agenda being sent to the Chair is for the adding of additional items, changes, and recommendations. The Chair will return corrections to the Clerk within 24 hours

of receiving the agenda. No additions after this point will be added to the agenda unless time constraints restrict the item from being placed on the agenda at the next regular meeting. The Clerk will provide by the close of Monday complete agenda packets, in hard copy, at the Town Hall for Supervisors to pick up. All supporting materials that the Clerk has in possession will be included in the packet. When the packets are complete the Supervisors will receive a text from the Clerk indicating they are ready and a complete packet will be uploaded to the website. Copies of the agenda and supporting materials will also be available for the public at each meeting.

The presiding officer will call the meeting to Order, and if a quorum is present will proceed with its business in the following order:

1. Pledge to the flag, followed by the reading of the township mission statement
2. Additions and Corrections
3. Approve the minutes of the Regular Meeting and any work sessions or special meetings held after the last P & D meeting.
4. Business from the floor
  - \* Please come up to the podium and state you name and address for the record
5. Consent Agenda
6. Roads
7. Recreation
8. Correspondence
9. Old Business
10. New Business
11. Treasurer's Report
12. Approve payment of bills for the month
13. Public Input (limit of 5 minutes)
  - \* Please come up to the podium and state you name and address for the record
14. Upcoming meetings listed
15. Adjourn

If someone contacts the clerk and asks to be placed on the agenda, they will generally be included in #4. Business from the floor.

#### 6.2. The Planning & Development (P&D) Meetings:

An agenda will be prepared by the Clerk for each P & D meeting. All agenda items will need to be submitted to the Clerk by 5:00 PM the Friday prior to the next meeting. A proof of the agenda will be sent to the Chair via e-mail prior to the printing of agenda. The minutes shall include who attended the meeting at the top, and who submitted the minutes at the bottom. The purpose of the agenda being sent to the Chair is for the adding of additional items, changes, and recommendations. The Chair will return corrections to the Clerk within 24 hours of receiving the agenda. No additions after this point will be added to the agenda unless time constraints restrict the item from being placed on the agenda for the next regular meeting. The Clerk will provide by the close of Monday complete agenda packets, in hard copy, at the Town Hall for Supervisors to pick up. All supporting materials that the Clerk has in possession will be included in the packet. When the packets are complete the Supervisors will receive a text from the Clerk indicating they are ready and a complete packet will be uploaded to the website. Copies of the agenda and supporting materials will also be available for the public at each meeting.

The presiding officer will call the meeting to order, and if a quorum is present will proceed with its business in the following order:

1. Pledge to the flag, followed by the reading of the mission statement
2. Additions and Corrections
3. Approve the minutes of the previous P&D Meeting, and any work sessions or special meetings held after the last Regular meeting.
4. Business from the Floor
  - \* Please come up to the podium and state you name and address for the record
5. Consent Agenda
6. Roads
7. Recreation
8. Correspondence
9. Town Hall Report – for month/date/year to month/date/year
10. Maintenance Report
11. Old Business
12. New Business
13. Approve payment of the bills for the month
14. Public input (limit of 5 minutes)
  - \* Please come up to the podium and state you name and address for the record
15. Upcoming meetings listed
16. Adjourn

**a. Varying order of business:**

The presiding officer may vary or alter the order of business for the convenience of the public or the board.

**b. Consent agenda:**

The board may employ the use of a consent agenda during the Regular meeting and P & D meeting, to approve matters of a routine or non-controversial nature, or items that have already been discussed at a prior board meeting and agreed to be placed on the consent agenda.

**7. Rules of parliamentary procedure:**

The list of parliamentary procedures that follow as **attachment A** is made a part of this policy, and shall guide meetings of the board.

**8. Public participation:**

Members of the public may address the Board at the time designated in the order of business for citizen comments and at such other times during the meeting as may be allowed by the presiding officer to address specific issues before the Board. Unless further time is granted by a vote of the Board, remarks from the public shall be limited to five minutes per speaker. When addressing the Board, Citizens shall come up to the podium and state their name and address for the record and confine their remarks to the specific matter under debate.

Everyone who attends a meeting shall at all times conduct themselves in a professional manner and shall *not*: speak until recognized by the presiding officer; engage in disorderly conduct; disrupt the proceedings; speak longer than the allotted time; speak to matters beyond the scope of the particular matter currently before the Board; use profane language; or engage in any other activity which disturbs the peace and good order of the meeting. Any person who persists in disturbing the meeting after having received a warning from the

presiding officer may be asked to leave the meeting. If the person does not leave, the presiding officer or other town officer may contact law enforcement to have the person removed from the meeting.

**a. Spokesman**

The presiding officer may ask a group attending a meeting that wishes to address the Board on the same subject to appoint a spokesperson for the group to expedite matters and avoid repetition. The person speaking on behalf of a group may be allowed additional time if needed to fully present the opinion of the group. After a spokesperson has spoken on behalf of a group, the presiding officer may limit the number and/or the time other persons allowed to speak to present similar opinions.

**b. Recording by the public**

Those attending meetings may use sound or video recording devices provided their use does not interfere or disrupt the meeting and does not violate the constitutional rights of others.

**c. Written materials**

Citizens may submit written comments or materials to the Board before or at a meeting and may ask that they be added to the record. The Board shall enter the information into the record as requested unless doing so would be unduly burdensome.

**9. Record of meetings:**

Minutes of all public board meetings shall be kept in a journal (binder). The vote of each member shall be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute. We will keep all minutes of all the other meeting the board members attend in a binder.

**10. Audio Recordings:**

Unless the board expressly states otherwise in the minutes of a particular meeting, any tape recordings made of meetings by the Board are solely for the purpose of assisting the clerk to develop accurate minutes. Such tapes are not part of the Town's official records and, after approval of the minutes of the meeting to which a tape applies, will be recycled for use at future meetings. If the Board is taping a meeting, the Board may make a motion at the meeting to make the tape recording part of the official record of the meeting. If a motion is passed to make a tape a part of the official record, the Town clerk shall preserve the tape as part of the official record and make it available in the same manner as written minutes.

**11. Continue Meetings:**

The Board may by motion continue a meeting to a later time by announcing as part of the motion and recording in the minutes the date, time, and place of the continued meeting. Whether notice of the continued meeting will be provided is left to the discretion of the Board.

**12. Access to public information:**

It is the intent of the Board to provide reasonable means of access to public information held by the Town. Information in the possession of the Town shall be considered public unless the Board determines the information to be non-public. Access to information determined by the Board to be non-public shall be limited to Town officers and those who have a right to access the information by law.

**A. Request for Information.**

Anyone may request, either verbally or in writing, to inspect or to receive photocopies of public information held by the Town. Those wishing to inspect public records should contact the Town Clerk to make arrangements to view the information either at a Board meeting or at such other time as may be mutually convenient. Those wishing to obtain photocopies of public documents shall complete an Information Request Form (**Appendix B**) detailing the information requested.

**a. Fees for Photocopies.**

The following fees may be charged for photocopies of public information from the Town:

- (1) **Labor:** The time spent by those acting on behalf of the Town to satisfy the request for photocopies, including the time to search for, compile, and photocopy the information, shall be charged at a rate of the current allocated labor rate of the clerk.
- (2) **Photocopying:** The fee for photocopying shall be charged at a rate of \$0.25 per page.
- (3) **Mailing:** The fee for mailing photocopies shall be the postal rates in effect at the time together with the actual cost of envelopes or other packaging materials.
- (4) **Other Costs:** Any other actual costs the Town incurs to provide the photocopies shall be charged to the person making the request including, but not limited to, mileage and office supplies or other items that need to be used to satisfy the request.

**b. Prepayment of Fees**

If the total estimated amount of the fees to satisfy a request for photocopies exceeds \$30.00, the person requesting the photocopies must pay the total estimated amount of the fees to the Town before it will undertake to provide the photocopies. If the actual fees incurred to provide the photocopies are less than the estimated fee amount, the Town shall reimburse the difference at the time of providing the photocopies. If the actual fees incurred to provide the photocopies are more than the estimated fee amount, the person making the request must pay the Town the difference before receiving the photocopies.

**13. Amending or updating the policy:**

The Board may amend this policy by resolution.

**14. Severability:**

If any part or portion of this policy is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the policy.

15. Rules of Parliamentary Procedure For Town Board Meetings- Appendix A  
Harris Township Information Request Form- Appendix B

**16. Description of Job Duties:**

- a. Board Members/ Supervisors - Appendix C
- b. Appointed Treasurer- Appendix D
- c. Appointed Clerk- Appendix E
- d. Sexton- Appendix F

**17. Employee Compensation Policy – Appendix G**

**18. Compensation for Current Regular Township Employees – Appendix H**

Adopted this 24<sup>th</sup> day of April 2019

  
Peggy Clayton, Madam Chair

Attest   
Kati Pierce, Clerk

## Appendix A

### RULES OF PARLIAMENTARY PROCEDURE FOR TOWN BOARD MEETINGS

The following are the rules of parliamentary procedure the town board (Board) of Harris Township, Itasca County, Minnesota has adopted for use at its board meetings.

#### Voting:

A majority vote of those supervisors present and voting shall be required to pass a motion unless a greater number is required by law or ordinance. Abstentions from voting shall reduce the number considered voting on the motion, shall not be considered as a vote either for or against the matter under consideration, and shall be recorded in the minutes of the meeting along with a reason for the abstention.

#### Method of taking action:

All actions of the Board shall be taken by motion, including the adoption of resolutions and ordinances. A supervisor may raise a point of order without making a motion. The following are permitted motions:

Action	Description	Requires Second	Amendable
Main Motion	Used to bring an item of business before the Board.	Yes	Yes
Amend	Used to amend the wording of a main motion.	Yes	Yes
Call the Question	Used to immediately end debate on a motion.	Yes	No
Lay on the Table	Used to postpone debate or a vote on an issue either indefinitely or to a certain time or a certain occurrence mentioned as part of the motion.	Yes	Yes
Point of Order	Used to raise a question of parliamentary procedure to the presiding officer.	No	No
Roll Call	Used with respect to a particular issue before the Board to require each supervisor's vote on the issue to be recorded in the minutes of the meeting.	Yes	No
Suspend Rules	Used to suspend the rules of parliamentary procedure in exceptional circumstances to facilitate the Board taking action on a particular issue.	Yes	No
Appeal Ruling	Used to appeal a ruling of the presiding officer.	Yes	No

If an issue of parliamentary procedure arises that is not addressed in this policy, the presiding officer may seek guidance from the most current edition of Robert's Rules of Order to help resolve the issue.

Appendix B

HARRIS TOWNSHIP  
INFORMATION REQUEST FORM

Persons requesting photocopies of public information from the Town must complete this form, return it to the town clerk, and pay the applicable fees as indicated below.

Requester's Name: \_\_\_\_\_ Date of Request \_\_\_\_\_

Requester's Address: \_\_\_\_\_

Requester's Phone Number: \_\_\_\_\_ Signature \_\_\_\_\_

Description of the Information Requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Town Use Only

The request is:  Approved,  Approved in Part, or  Denied. Reason(s) for a partially approval or a denial: \_\_\_\_\_

Fees applicable to the request:

			Estimated Cost	Actual Cost
Labor	_____ x \$ _____ # Hours                      Hourly Rate		_____	_____
Photocopying	_____ x _____ Rate                              Hourly Rate		_____	_____
Mailing	_____		_____	_____
Other Costs	_____ _____		_____ _____	_____ _____
Totals:			_____*	_____

Difference: \_\_\_\_\_  To be paid by requestor.  
 To be refunded by Town.

\* If the total estimated cost exceeds \$30, the requestor must pay the entire estimated amount before the Town will undertake to satisfy the request. If the actual cost is less than the estimated cost, the Town will refund the difference at the time the copies made available to the requestor. If the actual cost is more than the estimated cost, the requestor must pay the additional amount before receiving the copies.

## Appendix C

### Board Supervisor Duties:

1. Minnesota Association of Township Duties (as defined in the Manual on Town Government)
  - By law, supervisors (have charge of all town affairs not committed to by other officers by law." Minn. Statute 366.01, subd 1. Town Supervisors are charged with the duty to make decisions on behalf of the town and have the responsibility to see that the town fulfills its duties to the state and to town residents. Common duties include awarding contracts, authorizing township expenditures, adopting ordinances and resolutions. Rather than being a task-oriented position, the office of town supervisor involves setting policy by making choices from a wide range of options. The challenges for supervisors include identifying what the available options are based on the town's legal authority, following the correct process, taking the required steps to implement the selected option, and implementing the decision. Along the way, there are various legal policy questions, financial limitations, and political pressures that can make this a very difficult process.
  - Supervisors are responsible for choosing a chair. The statutes do not set out a selection process for the chair's position and a town has a good deal of flexibility to use the process that makes sense to its board. The person appointed as the town board chair does perform certain duties in addition to the usual responsibilities of a supervisor. Those include serving as the presiding officer for town board meetings and signing checks and other documents on behalf of the board. When designating a chair, boards should also appoint a vice-chair to serve in the chair's absence.
  - It is important to note the chair retains all the powers of a supervisor to make, second, and vote on motions. Furthermore, a board may not adopt rules to limit the powers the law grants to this or any other election position (i.e. it cannot adopt a rule prohibit the chair from making a motion.) However, it is equally important to note that while the statutes assign the chair certain tasks to perform on behalf of the board, the chair is not automatically granted superior or independent authority over the other supervisors.
  - As a practical matter, the chair does take on many tasks that need to be performed, but the assignment of additional tasks must not be mistaken for the power to control a matter. For instance, the chair working with the clerk to pull together the agenda for a meeting does not give the chair the authority to refuse to place items on the agenda other supervisors would like to discuss. Except for the statutorily designated tasks, and to the extent the board expressly assigns additional duties or powers, the chair is a supervisor with only the powers of a supervisor.
  
2. **Duties covered under the supervisors stipend as per compensation policy:**
  - Inspection of parks
  - Inspection of cemetery
  - Inspection of all landings
  - Inspection of roads (paved or dirt)
  - Zoning prep (items which are not a meeting or not involving a quorum of supervisors)
  - Township Facebook updates
  - Working with contractors (i.e. bids, supervision of contractors/vendors)

- Emails to/from constituents (those received should be forwarded to specific supervisor)
  - Phone calls to/from constituents (those received should be forwarded to specific supervisor)
  - Inspection of weeds (noxious) aka Weed Inspector
- 3. Required/Mandated Township Meetings paid as per our compensation policy, and not covered under the monthly stipend:**
- Regular Township monthly meetings
  - Regular P & D Township monthly meetings
  - Regular Township Association monthly meetings
  - Canvas Meeting, after annual meeting
  - Audit Meeting, annually
  - Board of Equalization Meeting
  - Legally required meetings (i.e. Public Hearings, etc)
- 4. Meetings, duties, etc. paid (for) at an hourly rate as per our compensation policy, and not covered under the stipend:**
- Committee(s) which supervisors are appointed to by the Board, and required to attend any meetings, representing the township
  - Training sessions
  - Work sessions
  - Emergency meetings
  - Conducting interviews
  - Supervision of employees and volunteers
- 5. Mileage:**
- To be charged at the Fed. rate (2019-.58)
  - Mileage paid for: inspecting roads, cemeteries, landings, parks, driving to/from appointed committee meetings, training sessions.
  - Mileage paid for any other township related business.
  - No mileage paid for driving to/from required/mandated township monthly meetings.
- 6. Special Projects (must) come before the township board for prior approval and/or to request payment, if applicable:**
- Those projects, etc. that a township supervisor may need to be involved in, but that does not fit into categories 1-4 above.

## **Appendix D**

### **APPOINTED TREASURER**

#### **Township Treasurer Job Description:**

The Township Treasurer position exists to perform intermediate, professional, and administrative accounting work, and reviewing, and analyzing accounting transactions in township accounts. Understands and assist in the preparation of financial and accounting work papers, and reports. Performs financial analysis and forecasting. Performs complicated reconciliations requiring use of good judgment. This position handles/works with a budget of approximately \$1M.

This position works with data and people relationships requiring a high level of confidentiality, ethics, and trust. This position also provides a high level of customer service to external and internal people.

#### **Mandatory M.S. 367.16 duties:**

- 1) Receive and take charge of all money belonging to the town, or which is required to be paid into its treasurer, and to pay it out only upon the lawful order of the town or its officers;
- 2) Preserve all books, papers, and property pertaining to or filed in the treasurer's office;
  - A. All reports processed and saved on the computer and backed up on an external hard drive;
  - B. All original paperwork organized and saved in storage bins at the town hall security space in the basement;
- 3) Keep a true account of all money received as treasurer and the manner in which it is disbursed, in a book provided for that purpose, and provide the account, with the treasurer's vouchers, to the town board of audit, at its annual meeting, for adjustment;
  - a. Treasurer's summary report due for the board of audit meeting
- 4) Deliver, on demand, all books and property belonging to the treasurer's office, and all money in the treasurer's hands as treasurer, to a qualified successor;
- 5) Keep in a suitable book a register of all town orders presented for payment that cannot be paid for want of funds, with the date presented, and to endorse upon the back of each the words "not paid for want of funds," with the date of the endorsement, signed by the treasurer;
- 6) draw from the county treasurer, from time to time, money received by the county treasurer for the town, and receipt for it;
- 7) make and file with the town clerk, within five days preceding the annual town meeting, a statement, in writing, of the money received from the county treasurer and all other sources, and all money paid out as town treasurer. The statement shall show the items of money received and from whom, on what account and when each was received. The statement shall also show the items of payment and to whom, for what purpose, when and the amount of each that was made, and the unexpended balance on hand;
- 8) Paying judgments ordered against the town (M.S. 365.41) and selecting a depository for town funds, if the board fails to select one within 90 days of the annual town meeting.
- 9) Perform other duties as required by law.

#### **Additional duties:**

- 10) Accounting responsibilities:
  - a. Prepare monthly bank statement reconciliation, including reconciling outstanding checks, deposits and transfers, and ensure all accounts balance. Research and resolve the discrepancies.

- b. Assist in the development and monitoring of all accounting policies, systems, and procedures to assure adequate accounting controls.
  - c. Reconcile selected general ledger accounts, preparing monthly journal entries as needed.
  - d. Maintain record of pledged collateral by official depositories to meet statute requirements. Contact depository as necessary to adjust amount.
  - e. Work with Bond Consult and provide information necessary for bond issues. Ensure compliance for outstanding bonds.
- 11) Accounts payable:
- a. Process all accounts payable, including review and process all invoices for accuracy, proper authorization, account coding, and to ensure payments are made in a timely manner.
  - b. Match open and closed invoices against statements.
  - c. Coordinate and resolve discrepancies with township supervisors concerning purchasing policy guidelines, account coding, authorization, and other issues.
  - d. Contact vendors to coordinate and resolve discrepancies in accounts payable.
  - e. Maintain W9 files for all vendors.
  - f. Prepare claims and checks for monthly board approval.
  - g. Monitor town contracts for compliance.
  - h. Prepare form 1096/1099 as required by the IRS.
  - i. Maintain organized filing system including all necessary supporting documents.
- 12) Accounts receivable:
- a. Invoice developers, property owners, etc. for various charges; assess late fees, and finance charges as directed.
  - b. Collect, verify, and post payments. Maintain and adjust accounts as necessary.
  - c. Administer collection procedures and certifications on delinquent accounts.
  - d. Prepare monthly analysis of account activity/escrow account. Accurately maintain spreadsheet summary and detail of escrow account payments and charges/fees.
  - e. Prepare refund documents when applicable.
  - f. Prepare annual escrow funds sheets for audit purposes.
- 13) Audit preparation:
- a. Assist in preparing audit work papers, schedules and reports.
  - b. Provide external auditors with requested information and documentation.
- 14) Budget/forecasting process:
- a. Prepare annual budget and forecast. Make financial recommendations to the township board of supervisors.
  - b. Monitor budget to actual financial data and update the township board of supervisors as appropriate.
- 15) Letters of credit:
- a. Maintain files on all letters of credit. Ensure LOC's are current and renew as applicable.
  - b. Draw draft/release letters to bank.
- 16) Payroll:
- a. Collect and review employee time sheets. Research and resolve discrepancies.
  - b. Accurately process monthly payroll including appropriately coding expense into applicable funds.
- 17) Print payroll checks and reports for approval at monthly township board meeting.
- 18) Process financials for the previous month:
- a. Add all disbursements to the account register
  - b. Add all receipts to the account register
  - c. Create the monthly financial reports

- d. Update the budget to actual reports for disbursements
  - e. Update the budget to actual reports for receipts
- 19) Receive payment requests via email or written out and turned in to town hall:
- a. Supervisors, clerk, and treasurer will have their pay request turned in by the first day of each month
  - b. Maintenance and caretaker employees will have their pay request turned in on the Friday before the regular town board meeting, which is the second Wednesday of each month
  - c. Process financials with appropriate meeting, labor, wages less with holdings for all employees, supervisors, clerk, and treasurer;
- 20) Pick up bills from the town hall every Friday afternoon:
- a. Open bills and scan them into a PDF file on the Friday before the regular board meeting, and the Friday before the P and D meeting
  - b. Email the PDF file to the township clerk
- 21) Prepare Bill List:
- a. Create bill list based on the received bills
  - b. Add any electronic bills to the bill list
  - c. Check for duplicate invoices
  - d. Due to confidentiality, add the gross wage amounts to the bill list from individuals pay requests
  - e. Add the net wage total to the bill list as one line item
- 22) Copies for meeting:
- a. Bill list (enough copies for everyone at the meeting)
  - b. Financial report (enough copies for everyone at the meeting)
  - c. Pay request for all supervisors, clerk, treasurer, maintenance, and caretaker (one copy for each person to attach to their paycheck);
- 23) Write out checks from bill list:
- a. Give to board chair for first signing, and clerk for second signing after the meeting
  - b. Make copies of all checks before distributing
- 24) Deposit checks:
- a. Confirm all funds received (town hall rental payments, cemetery site purchases, deeds, burials, and funds from the county or state)
  - b. Process all receipts and create deposit slip with all received funds
  - c. Give checks, cash, and deposit slip to clerk for depositing at the bank (separation of duties is necessary)
- 25) Mail bills:
- a. Prep all bills for mailing
  - b. Make copies of all invoices that do not have a second copy
  - c. Make all online payments
- 26) Monthly reporting:
- a. Make federal tax deposit
  - b. Make state tax deposit
  - c. Make PERA report and deposit
- 27) Attend required/mandated township meetings:
- A. Regular township meeting on second Wednesday of each month
  - B. P and D township meeting on fourth Wednesday of each month
  - C. Regular annual township meeting in March
  - D. Board of canvas meeting
  - E. Annual audit meeting

- F. Any other legally required meetings (i.e. public hearings, etc.)
- 28) Attend other meetings, trainings, work sessions, emergency meeting that may require your presence
  - 29) Year-end financials – for budget planning
  - 30) Year-end tax reporting
  - 31) W-2s/1099
  - 32) Audit preparation and any auditor requested work
  - 33) Special projects (which require prior board approval)
  - 34) Customer service:
    - a. Assist in duties as needed and/or as directed by the board of supervisors.
    - b. Coordinate and cooperate with inter-governmental agencies.
    - c. Conduct the necessary research and provide support materials to aid board in making informed decisions.

**Minimum qualifications:**

**Must:**

- Have two (2) year accounting degree (if interviewed please bring transcripts)
- Have three (3) years experience in all areas of accounting (AP, AR, Financial Reporting)
- Have payroll experience; processing, wage reporting, withholdings, and employee reports
- Have extensive experience working with budgets
- Have Three (3) years experience in MS Excel, working with spreadsheets, and formulas
- Have a valid Minnesota drivers license, and reliable means of transportation
- Have experience working with private and confidential information

**Must also:**

- Be bondable and insurable
- Pass a background check
- Pass a reference check
- Attend training as mandated and required by Minnesota Association of Townships, and township board

**Preference for:**

- Accounting experience working for a financial institution or government/fund accounting
- Certified public accountant license
- Experience facilitating a governmental budget
- Experience working for a federal, state, county, or other township entity
- Experience speaking before groups of people

## Appendix E

### Appointed Clerk

#### **Township Clerk Job Description:**

Provides a channel for communication between township residents and board of supervisors to ensure effective planning, and results, consistent with the goals, objectives, policies approved by the Board of Supervisors. Perform all administrative duties for efficient function of the township, and as prescribed by Minnesota Statutes.

**Mandatory Duties**, as per Minn. Stat. 367.30; Minn. Stat. 367.31 subd.1; Minn. Rule 8205.1040; Minn. Stat. 367.11

1. **Keep minutes:** record minutes of the proceedings of every town meeting in the book of town records, entering every order or direction and all rules and regulations made by the town meeting;
2. **Keep records:** keep a true record of all of the towns proceedings
3. **Custody of records:** unless otherwise provided by law, retain custody of the records, books, and papers of the township and file, and safely keep all papers required by law to be filed in the clerks office;
4. **File and preserve all accounts** audited by the town board or allowed at a town meeting and enter a statement of them in the book of records;
5. **Record all requests** for special votes or town meetings and properly post notices;
6. **Post, as required by law**, fair copies of all bylaws made by the town, and make a signed entry in the town records, of the time when and the places where they were posted and record in full all ordinances passed by the town board in an ordinance book;
7. **Furnish to the annual meeting** of the town board of audit: [i] every statement from the county treasurer of money paid to the town treasurer; [ii] all other information about fiscal affairs of the town in the clerks position, and [iii] all accounts, claims, and demands against the town filed with the clerk; and
8. **Perform** any other duties by law

#### **Additional Clerk Job Duties:**

##### **Official Board Meetings, other Legally Required Meetings:**

1. Meeting agenda creation and prep of supporting documents
2. Scan in agenda, agenda items, bills, pay requests (i.e. agenda packet) and print
3. Make Board packet copies for Supervisors, and constituents for township meeting
4. Complete Minutes - from P&D/Regular meeting
5. Add agenda packet to website; add minutes to website, after approved (convert to PDF first)
6. Organize, manage, and retrieve township records in an effective and efficient manner
7. Prepare notices and post all meeting notices
8. Keep contact information up to date for posting board
9. Prepare and publish meeting schedule, special meetings, etc. (whatever is legally required)
10. Town hall set up for Regular, P&D meetings, and legally required meetings
11. Prep for Board of Audit
12. Annual audit prep of clerk's responsibilities (bookkeeping documents, minute and agenda packet binders, board contact information, etc.)
13. Attend legally required meetings (i.e. annual meeting, public hearings, board of audit, board of appeal, etc.)
14. Post notices, set up hall, and prepare minutes, and attend annual Board of Audit
15. Post and publish Annual Board of Appeal and Equalization Notice, and attend BOA
16. Prepare board reports for BOA hearing
17. Set up hall, prepare Minutes and hearing reports for BOA
18. Prepare the annual report for annual meeting, post, prepare Minutes, and attend Annual Meeting

**Bookkeeping, Office Prep:**

19. File, document, and organize in an efficient manner, at the town hall
20. Make sure laptop is always updated
21. Maintain monthly accounting in CTAS
22. Purchase office supplies, as needed

**Work Sessions, Budget Sessions, and other Special Meetings**

23. Prepare and Post work sessions, budget sessions, and special meetings
24. Prepare Minutes of work sessions, budget sessions, and special meetings
25. Set up hall for the sessions, and pull together agenda

**Elections Duties for Clerk:**

26. Be knowledgeable of current election requirements, laws and deadlines
27. Attend mandatory election judge training, if Clerk is involved with the elections
28. Attend mandatory clerk training, if Clerk is involved with the elections
29. Coordinate election judge list(s) and notify election judges of mandatory training dates/times
30. Bring forward the list of election judges to the township board, for approval
31. Coordinate election judges schedule for both elections (primary and general)
32. Post and publish, in a timely manner, election notices according to statute requirements
33. Accept candidate filing affidavits during election period (August-September)
34. Coordinate candidate names for election ballots with County Auditor Office
35. Prepare polling place (ballot machines, counter, voter roster, etc)
36. Attend mandatory training for HAVA requirements, new election equipment, and understand the operations
37. Purchase cookies, make coffee, etc for voters
38. Conduct Board of Canvas, according to requirements in the Clerk Election Guide for the specific election year

**Emails, Texts, Phone Calls, etc:**

39. Receive and/or send emails, texts, and calls from constituents, to appropriate supervisor, within a reasonable timeframe ((exception: if an emergency, contact supervisor immediately) Monday through Sunday
40. Respond to all township business inquiries
41. Discussions regarding a variety of topics/projects with others (board/county/residents
42. Conduct the necessary research and provide support materials to aid board in making informed decisions

**Website Administration:**

43. Website administration and content updates, as per Board direction

**Resolutions, Ordinances, Policies, and Procedures:**

44. Prepare Resolutions and Ordinances, as per direction of the Board
45. Maintain a record of resolutions and ordinances passed by the Board
46. Update township policies as needed, with direction from board supervisors

**Customer service:**

- a. Assist in duties as needed and/or as directed by the board of supervisors
- b. Coordinate and cooperate with inter-governmental agencies.

**Minimum Qualifications:**

1. Must be a high school graduate, or have GED
2. Must have two years of administrative assistant/clerical work experience in an office/business setting
3. Must have one year of work experience in Word, and MS Excel
4. Must have experience taking minutes
5. Must have a valid Minnesota Drivers License
6. Must be bondable

**Must also:**

1. Pass a background check
2. Pass a reference check
3. Successfully pass a six month probation
4. Knowledge of bookkeeping principles, budgets and records management
5. Attend training as mandated and required by the township board, and Minnesota Association of Townships
6. Have ability to maintain confidentiality, and to establish effective working relationship with the Town board and the public
7. Have excellent verbal and written communication skills
8. Have ability to prioritize workloads and meet deadlines
9. Have ability to multitask
10. Have professional appearance
11. Have ability to maintain accurate records
12. Have ability and willingness to follow rules and procedures
13. Have ability and willingness to follow directive from Board Chair, and supervisors
14. Have ability to work independently, and with a Board
15. Be self-directed; ability to effectively schedule work time
16. Have independent problem solving skills
17. Be self-motivated, and have initiative
18. Have ability to work unsupervised
19. Have leadership skills, and public speaking skills

**Preference for:**

1. Experience working in/with accounting, budgets, spreadsheets, and records management
2. Experience of open meeting law, and data practices
3. Administrative/clerical experience working for another federal, state, or other township
4. Experience working with an accounting system (Quickbooks, CTAS)
5. Experience working with/on elections
6. Additional experience in an administrative/clerical position, beyond minimums

## Appendix F

### Sexton Duties:

#### 1. Duties covered under the monthly stipend as per our compensation policy:

- First point of contact for all questions regarding the Harris Township Cemetery and follow up promptly with responses.
- Prepare and maintain policies, procedures and brochures and relay that information to others who assist in the maintenance of the cemetery or to the general public.
- Coordinate all burial arrangements; Funeral Directors, Maintenance Team, Board, as needed.
- Deed preparation, Sale, Recording, Filings and follow up with notifications of such with Board, Maintenance team, and Purchaser.
- Relay payments received and notify of any County Filing fees charged to the Township account to the Treasurer. Keep receipt book for all Deeds sold.
- Update and maintain Harris Township Cemetery Web links with current and relevant news.
- Update the books online annually for public viewing.
- Maintain Cemetery Books, Records, and Sexton computer books.

**Appendix G**  
**Harris Township**  
**EMPLOYEE COMPENSATION POLICY**

- ◆ **Temp Full-Time Employees:** **As of May 2019** (to be reviewed annually)
  - Maintenance Crew: Starting wage will be between \$12.00-\$14.00/hour based on qualifications and experience.
  
- ◆ **Regular Part-Time Employees:** **As of May 2019** (to be reviewed annually, after Probation)
  - Treasurer \$9,000.00 - \$10,800.00 (to be reviewed at completion of 6 months probation, thereafter, annually)
  
  - Clerk \$6,600.00 - \$8,400.00 (to be reviewed at completion of 6 months probation, and thereafter, annually)
  
  - Town Hall Caretaker: Starting hourly wage for cleaning and the showing appointment rate will be \$13.00/hour based on qualifications and experience.
  
  - Cemetery Sexton: \$ 100.00 - \$150.00 per month
  
  - Deputy Clerk; Deputy Treasurer Compensation will be the same as the absent Officer, for duties performed.
  
- ◆ **Temporary Employees:** **As of January 2019** (to be reviewed again in January 2020)
  - \*\*Wage will be \$18.70 per hour for mandated training, and mileage will be paid at a rate equal to the IRS Federal mileage reimbursement rate for training, and work related travel mileage.
  
  - Skating Rink Attendant: Wage will be Minimum wage
  
  - Summer Intern / Maintenance Crew: Wage will be \$12.00-\$14.00 per hour
  
  - Moderator of Annual Town Meeting: Wage will be a flat meeting rate of \$60.00
  
  - Election Judges: Wage will be \$11.00 per hour for training time and hours worked on election day. And Mileage will be paid at a rate equal to the IRS Federal mileage reimbursement rate for election training and work related travel mileage.

◆ **Temporary Employees:**

**As of January 2019** (to be reviewed again in January 2020)

Head Election Judge:

The head judge's wage is typically equal to the hourly allocated labor rate of the town clerk.

◆ **Effective Date:**

This Compensation Policy was effective upon adoption by Harris Township Board, the 27<sup>th</sup> day of October, 2004 and has been amended as follows: Amended May, 2006, 2008, 2009, 2010, 2012 ; April 14, 2015, January 13 and March 23, 2016, May 11 2016, May 10 2017, April 25 2018, April 24, 2019

## Appendix H

### COMPENSATION FOR CURRENT REGULAR TOWNSHIP EMPLOYEES:

EFFECTIVE DATE:

Rates to be effective for use in calculating pay requests processed for **May 2019** check run, and there forward until January 2020.

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Derrick Marttila	Full-time Maintenance Worker	\$21.25/hour
Bryanna Vetsch	Part-time Town Hall Caretaker	\$13.00/hour per cleaning and showing
Kati Pierce	Appointed Clerk	\$550.00/month
	Appointed Treasurer	\$750.00/month
Kati Pierce	Cemetery Sexton	\$150.00/month

**NOTE:** If Treasurer has questions on a pay request, Treasurer will review with Chair, and if changes need to be made, the Chair will discuss with said individual.

If questions arise regarding a pay request, and the person is not available/not present to confirm question(s), said pay request will be pulled from bill list until such time questions are answered. All amounts paid to Town Employees as compensation shall be subject to all appropriate taxes and withholdings as provided by law.